

MASSACHUSETTS
Public Employee Retirement Administration Commission
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www.state.ma.us/PERAC

M E M O R A N D U M

TO: All Retirement Boards

FROM: Kevin P. Blanchette, Deputy Executive Director

RE: Disability Retiree Data

DATE: December 10, 2001

In order to maintain an accurate and current disability retiree database, we request that you review the attached list and make any necessary status changes that occurred in the year 2001. These changes should be made when a member is deceased, is confined to a nursing home, has waived his/her allowance, or has returned to active status.

Also, please fill out the enclosed *New Member Data* form in its entirety for all new retirees approved by your board for an accidental or ordinary disability in 2001. You may make additional copies of the blank form if necessary. It is imperative that all information be returned to PERAC by **January 09, 2002** to ensure accuracy in our member database, prior to our mailing of the Annual Statements of Earned Income.

Prior to our mailing the Annual Statement of Earned Income Form and related instructions to the retirees, copies will be shared with you so that you can become familiar with the forms and documents going to each disability retiree.

Thank you for your continued cooperation in this matter. Should you have any questions, please direct them to Sandra King at (617) 666-4446, extension 947.